

STATE OF MAINE
SUMMARY OF REPORTING REQUIREMENTS FOR PARTY COMMITTEES

Exempted Committees: A party committee is exempt from filing if it meets the following two conditions:

1. The party receives less than \$1,500 in the calendar year; and
2. The party spends less than \$1,500 in the calendar year.

IMPORTANT: Submit the cover page, detailed summary page, and only applicable schedule pages with each report. Complete all relevant schedule pages before completing the summary page.

INFORMATION REQUIRED	SCHEDULE/PAGE OF REPORTING FORM
Committee/treasurer identification, filing period, type of report, treasurer signature.	Cover page
Cash contributions from an individual contributor that in the aggregate total more than \$200. Include date received, name, mailing address, occupation, and place of business of each contributor.	Schedule A
Aggregate of contributions of \$200 or less. Itemization not required.	Schedule A, line 3
In-kind contributions and their expenditures. These include donated materials, goods, services, or supplies in a form other than cash or negotiable instruments. Record all such contributions on Schedule A-1 of the reporting form along with the fair market value of the items. The fair market value is what it would have cost if you had paid cash for the donated items or services. With respect to all items and services received and expended, enter the date received, a description of the item or service, and the fair market value. Enter contributor information if the fair market value of the donated item or service is more than \$200.	Schedule A-1, Part 1
In-kind contributions received by the committee that are, in turn, donated to a candidate, candidate committee, political action committee, or other party committee.	Schedule A-1, Part 2
Cash contributions to candidates, candidate committees, political action committees, or other party committees. List name and address of candidate, office sought, district candidate seeks to represent; list identity and address of a campaign or committee; list date of expenditure. Include all such expenditures, whatever the amount.	Schedule B
Other expenditures such as goods, services, materials, supplies, etc., purchased by the committee and provided to a candidate, candidate committee, political action committee, or other party committee. List name and address of candidate, office sought, district candidate seeks to represent; list identity and address of a campaign or committee; list date of expenditure. Include all such expenditures, whatever the amount.	Schedule B-1
Operational expenses and other cash expenditures not made on behalf of a candidate, committee, or campaign. List the name and address of each payee; list the reason for the expenditure and the date and amount of each expenditure.	Schedule B-2
Noncommercial loans of more than \$200 used to support the nomination or election of a candidate. Loans from financial institutions are not subject to the campaign finance reporting laws.	Schedule C
Repayment of loans. List only repayments applicable to loans reported on Schedule C.	Schedule C-1
Pledges that in the aggregate from the same individual total more than \$200. Include name, mailing address, occupation, and place of business of each such contributor.	Schedule D
Aggregate of pledges of \$200 or less. Itemization not required.	Schedule D, line 2
Outstanding bills. List bills only if unpaid by the report closing date. Debts must be disclosed in each report filed until payment is made to the vendor.	Schedule D-1